



RELOCATION RESOURCE

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Keep it Current

In recent months, we at GSA's Employee Relocation Resource Center (ERRC) personnel have utilized our TMSS database to attempt to send by either regular mail or e-mail a variety of information to both our CHAMP customer agencies and our CHAMP TSPs. When using the TMSS database, the physical mailing address and/or the e-mail address of the authorized official is used. The authorized official is the user who was identified as the main point of contact/responsible party when TMSS access was initially granted. Subusers of the TMSS account are not included in these regular mailings or e-mails. Unfortunately, when trying to contact the authorized official, we have received numerous returned letters due to undeliverable addresses and many returned e-mails due to bad e-mail addresses. For TSPs especially, our inability to contact you could be serious and affect your continued participation in CHAMP.

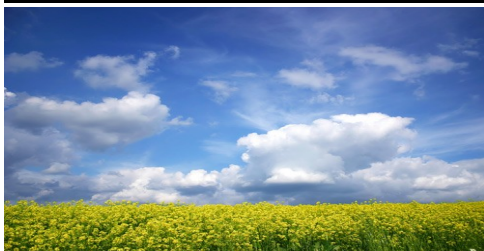
So in order to make sure we can contact you, we need you to make sure that your office's/company's TMSS information is up-to-date. To do that, you will first need to determine if you have TMSS group admin rights by logging on to TMSS at www.moveit.gsa.gov. Once connected, on the left-hand side of the main page you will see a link to "Account Info." Click on that link and then look for a red box on the upper right-hand side titled "Update Contact Info." If you do not see the "Update Contact Info" link, you do not have group admin rights for your office/company. You will need to contact your TMSS group admin and have him or her follow the directions below. If you need help determining your TMSS group admin, please contact (816) 823-3646 or relocation.programs@gsa.gov.

Once either you or your group admin sees the red box with the link to "Update Contact Info," click on that link and the information we have on file for your office's/company's authorized official will be displayed. If any of that information is not correct, please correct it and then click on the "Update Info" button at the bottom of the screen. From this screen you can also click on the red box on the upper right-hand side with a link to "User List." From this link you can add or delete users under your office's/company's account, establish their TMSS access rights and ensure that their contact info is also up-to-date. The group admin can also reset a user's password if they have forgotten it.

It is also important to keep your e-mail address up-to-date if you subscribe to one or more of our E-Mail Notification lists. While we use our TMSS authorized official list for more formal issues, we use our E-Mail Notification lists for more general topics or reminders – upcoming meetings, release of RFOs, program changes, etc... To subscribe or unsubscribe, please go to www.gsa.gov/transportation and click on "E-Mail Notifications" on the left hand side of the page. You can then either subscribe or unsubscribe to one or more of our lists.

And finally, we also maintain a mailing list for those agencies interested in activities revolving around our Transportation, Delivery and Relocation Solutions (TDRS) Schedule 48 SINS relating to Relocation. This mailing list is used to provide meeting notices, agendas, notes and information on issues arising before our scheduled monthly meetings. If you are interested in joining that mailing list, being removed from that list or verifying that you are listed on it, please send an e-mail to relocation.programs@gsa.gov. This mailing list is for Federal agency customers only.

Thank you in advance for Keeping it Current!



New Household Goods Tender of Service (HTOS) Document

It's been almost a decade since GSA had a review of its HTOS. This year, GSA contracted with a firm to review and simplify the 400+ page document. The final document is in the review stages and will become effective November 1, 2010. The new HTOS will have a new look, be easier to navigate, and will include appendixes of material that is lengthy. Sections have been rearranged, but with the updated Table of Contents it should be fairly easy to follow. Once finalized, the new HTOS will be posted to our website at www.gsa.gov/transportation.



2010 Customer Satisfaction Index (CSI) Scores Update

CSI letters have been issued to all domestic and international TSPs that participate in CHAMP. A final web posting with all TSP scores will be available for viewing shortly. The notice will be published via the Transportation List Serv (E-Mail Notification list).

New Shipment Report Formats

GSA distributed an updated version of HTOS Section 9 in June which contained new requirements for the submission of TSP shipment reports. The new reporting format is effective with the 2nd quarter shipment reports submitted by TSPs. Some of the changes include:

- Changes to the file name
- Addition of fields to detail records
- Addition of a trailer record
- Changes in transportation types
- Submission of multiple reports per TSP, based on the program approved (domestic/international)
- Submission of a claims report is no longer required, but optional

Additional information will be provided at the upcoming pre-bid conference in August. For immediate questions, please contact Kim Chancellor.

Status of 3080 Reports for 2010 Shipments

GSA is in the process of entering 2010 3080 reports that have been received by the Federal agencies. Quarterly reports have not been distributed yet to those TSPs that had 3080s returned to GSA. GSA will distribute the 3080 reports in August.

Long-Term Lodging Goes Hand in Hand with Relocations, and Much More!

As your agency's transportation manager, do you find yourself being sought after for guidance regarding temporary housing when an employee is being relocated? GSA's Multiple Award Schedule contracts for Long-Term Lodging might be just the solution for your agency! We've done all the work for you and have 18 vendors to meet employee and agency requirements for relocations, extended travel, training and other temporary housing needs for 30 days or more.

Knowing the needs of your employees and through coordination with your contracting personnel, your agency can avoid a start to finish procurement and streamline the acquisition process by taking advantage of Long-Term Lodging Services under GSA Schedule 48, Special Item Number 653-9. The pricing offered by the vendors has been deemed fair and reasonable, and your agency can possibly negotiate deeper discounts given your agency's volume, length of stay, and housing availability. Believe it or not, this service can be cheaper than providing employees per diem for long-term travel. As an added bonus, there are a number of small business vendor options if your agency needs to meet small business goals. If disaster recovery falls within your agency's mission, you might factor those needs in as well when you contract for long-term lodging.

The Long-Term Lodging Program features:

- Temporary furnished housing for employee relocations, training, long-term projects or special travel needs for stays that exceed 30 days
- Apartment/condominium type accommodations that comply with all applicable building regulations including the Hotel and Motel Fire Safety Act
- Properties are fully furnished, with full kitchens, parking, fitness facilities, business services, ground transportation and the option of house-keeping (for an additional charge)
- Concierge-type services may also be featured
- Pricing based on discount off of the per diem rate ranging as high as 40%

For more information about the program, call the GSA Lodging Talk Line toll free at 1-877-836-4859, and visit our website at www.gsa.gov/lodging for additional information about long-term lodging and all our other lodging programs.

When your agency employees are slated for an extended stay, consider Long-Term Lodging. It offers the comforts of home!



Website Refresh

GSA has recently updated its website – www.gsa.gov. And while the web address is still the same, any saved bookmarks will not work unless they are deleted and replaced. So if you had any of our pages bookmarked – like www.gsa.gov/transportation – you will need to delete your old bookmarks and bookmark them again from the newly refreshed website. If you have any comments on the new look or have any problems finding the information you are looking for, please send an e-mail to relocation.programs@gsa.gov or contact one of the ERRC staff members identified on this page of this newsletter.

Looking for Past Issues?

You can find past issues of Relocation Resource by visiting our website at www.gsa.gov/transportation. You will find the link to “Relocation Resources” on the left-hand side of the page. The most current and previous issues will be under this link for easy reference.



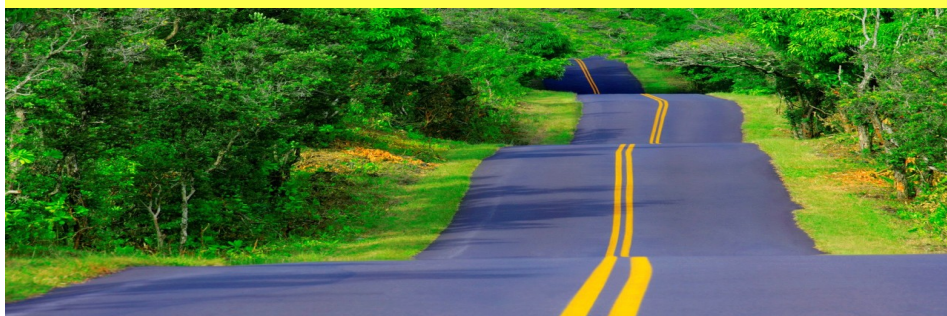
Your Ideas Are Welcome

We would like to have your input for upcoming newsletters, such as suggested topics, customer success stories, or comments on what we've done so far. Send ideas and input to:

relocation.programs@gsa.gov

Dates and Deadlines

August 3, 2010	Federal Civilian Agencies Household Goods Relocation Committee Meeting (Household Goods Agencies Only)
August 3, 2010	GSA ERRC and Federal Agencies Relocation Meeting
August 3, 2010	CHAMP Pre-Bid Meeting for CHAMP TSPs
August 4, 2010	ERRC Supplier Innovation Day
Mid-August, 2010	CHAMP Request for Offers (RFO) issued
August 31, 2010	2 nd Qtr 2010 Shipment Reports due from participating TSPs
August 31, 2010	2 nd Qtr 2010 CHAMP IFF due from participating TSPs
September 14, 2010	GSA ERRC and Federal Agencies Relocation Meeting
October 27–29, 2010	Worldwide Employee Relocation Council (ERC) Global Workforce Symposium, Seattle, WA
November 1, 2010	Effective date for new CHAMP rate offers
November 2, 2010	Federal Civilian Agencies Household Goods Relocation Committee Meeting (Household Goods Agencies Only)
November 2, 2010	GSA ERRC and Federal Agencies Relocation Meeting
December 14, 2010	GSA ERRC and Federal Agencies Relocation Meeting
On-going	Remember to keep submitting those 3080s



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